

**REPOST – PREVIOUS APPLICANTS WILL BE CONSIDERED**

**Opening Date:** April 21, 2015  
**Job Title:** IT Contracts and Licensing Specialist  
**PIN:** 050676  
**Location:** Administrative Office of the Courts,  
 Judicial Information Systems

**Closing Date:** Open Until Filled  
**Position Type:** Regular  
**FLSA Status:** Exempt  
**Grade/Hiring Range:** T12 \$61,282 - \$73,519  
 (Depending on Qualifications)

**Essential Functions:** The IT Contract and Licensing Specialist is responsible for developing and implementing an IT licensing and software maintenance function to include identification of requirements, compliance with vendor standards and automation to account for current portfolio of licenses, maintenance agreements and renewal deadlines. Duties include working closely with the technology and business areas to create Statements of Work (SOW), issue requisitions and manage JIS Resources through RFP, final award, and annual renewal process. This position is responsible for maintaining and developing a single point of reference to track all contractual licensing agreements, contractual resources, and platform-specific software and hardware maintenance agreements. Represents the IT department at pre-proposal bid conferences. This position works with the technical leads to ensure software and hardware maintenance agreements remain in compliance with industry requirements. Responsibilities also include working with Senior Budget Analyst to ensure budget and contractual terms are aligned. The IT Contract and Licensing Specialist performs all related duties as assigned.

**Education:** Bachelor's Degree from an accredited college or university in Information Technology, Finance, Business Management or a related field.

**Experience:** Five years related experience to include contract administration of IT resources, equipment licenses and maintenance agreements.

**Preferred:** Experience in budget preparation, expense to contract value tracking and project management. PeopleSoft IT Asset Management Module

**Note:** Additional work experience as specified above may be substituted for the education requirement on a year for year basis for up to four years of the required education.

**Skills/Abilities:** Knowledge of software license standards (Oracle, IBM, and other major IT Vendors). IT liaison with the Judiciary's Procurement Department; Ability to use Maryland's Judiciary's financial and asset management software (PeopleSoft) ; Ability to incorporate and align enterprise wide information systems plans into budget, and contract cycles; Ability to work under tight deadlines while maintaining attention to detail; Ability to administer and track software, hardware, and contractual resource contracts; Ability to translate technical requirements into written statements of work; Knowledge and understanding of IT operations, project budgeting and accounting, and management reporting; Knowledge of software licensing models related to specific hardware and virtualization implementations; Ability to demonstrate good problem solving skills and to design custom processes and solutions to address specific situations; Ability to demonstrate teamwork and communications skills to facilitate information gathering and group meetings; Ability to effectively communicate with mid to senior / executive level management in both oral and written form. Ability to foster cooperation through participative task sharing; Ability to work effectively as a member of a group, organization unit, or ad hoc team / committee; Ability to work under general direction and

supervision to produce effective results through establishing effective working relationships. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**The candidate selected for this position will be subject to a background check, and a complete application is due at time of interview. Materials must be received in the Human Resources department at the address below. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.**

**Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)**

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.**